

**To: Secondary Administrators and SAT Points of Contacts**  
**CC: District Superintendents & Testing Coordinators**  
**Date: November 14, 2013**  
**Subject: SAT District Bulk Registration Option**

It was the Idaho State Department of Education's intent to provide, to the College Board, the student level data needed to ensure bulk registration for the SAT School Day administration, this Spring, through the use of an ISEE file pull. The bulk registration process would have allowed the State of Idaho to submit registration information electronically and securely, thus ensuring that students would not miss valuable instructional time by being pulled out of class to complete the online registration, for the statewide SAT School Day administration.

However, it was determined that one of the informational fields required for bulk registration to occur is a student's address. A student's address is a key piece of student level data that the College Board uses to identify students accurately, and to link multiple test results to one student. This is student-level data that the Idaho SDE does not collect, and therefore is unable to provide the College Board with the needed information to ensure a bulk registration, statewide.

Because the Idaho SDE feels that this is an important and needed process for districts, in speaking with the College Board, it has been determined that the College Board can support ***district level bulk registration*** across the entire state for the current school year. However, the College Board can only support those districts which will be testing on campus; College Board cannot support bulk registration for schools which test off campus, and/or at multiple locations. This is due to a system limitation; work is being done to upgrade this functionality for next year. For the current school year, districts/schools which test in multiple locations, will need to complete the online registration process.

If your district is to participate in the bulk registration process, all student information **must be submitted in one file by the district; schools may not submit individually**. All test materials will still be sent to individual schools and all SAT points of contact will remain the same as provided in the 2013-14 intake form. Please review the information for the bulk registration process provided at the following links to determine if your district would like to participate in this opportunity. All bulk registration file specifications must be adhered to. ***If a district cannot provide even one field option as outlined in the bulk registration file specifications below, the district will need to have students participate in the online registration process and will not be able to participate in the bulk registration process.***

- Bulk Registration  
Information: <http://professionals.collegeboard.com/testing/bulkregistration>
- Bulk Registration File  
Specifications: [http://professionals.collegeboard.com/profdownload/Bulk\\_Registration\\_File\\_Instructions.pdf](http://professionals.collegeboard.com/profdownload/Bulk_Registration_File_Instructions.pdf)

After determining that your district would like to participate in the bulk registration process, please follow the instructions included in the attached document. **Districts will need to**

**contact Nichole Hall and Dave Moniz by December 6, 2013**, with their decision; please see attached document.

**Please Make Note:** If your district decides to take part in this opportunity, students will still need to fill out a paper/pencil version of the online Student Disclosed Questionnaire (SDQ), that is part of the online registration process. The SDQ will need to be filled out by students and returned to the College Board **4 weeks** prior to the SAT School Day. Once completed, all student questionnaires must be collected and sent back to the College Board at the school level; each school, from a participating district, will receive envelopes to return completed SDQs, with the SDQ shipment.

Thank you,

*Nichole K. Hall*

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